

# NCAD HEALTH AND SAFETY MITIGATION PLAN

20-21 School Year

## HEALTH SCREENINGS PROTOCOLS

Navajo County Accommodation District will implement the following health screening protocols:

1. Self-reporting of sickness
2. Daily temperature checks
3. Visual screening for sickness
4. Protocols for sickness response

### SELF-REPORTING OF SICKNESS

Parents, students and staff shall monitor their own well-being and signs of sickness. If symptoms of sickness occur that prohibit the student or staff member from attending school, the students, staff and parents shall report to the school of the sickness.

Self-reporting shall occur at:

- HOME BEFORE ATTENDING SCHOOL
- PRIOR TO GETTING ON THE BUS OR COMING TO SCHOOL
- AT-SCHOOL WHEN DEMONSTRATING SIGNS OF SICKNESS

Self-reporting is a critical aspect to self-care, containment and transmission. It is essential that parents, students and staff self-report illnesses as appropriate. If staff, student or visitor self-reports sickness and informs staff of pending testing for COVID, the administration will send a communication to all staff informing them of the potential testing. The communication will state the potential without releasing identities.

### TEMPERATURE CHECKS

Temperature checks will be administered, at a minimum, once per day. Upon entry onto a school bus, school vehicle, or school campus, students and staff will be monitored for signs of sickness through thermal temperature checks.

Students and staff must not come to school if they exhibit any of the following symptoms:

- fever of 100 degrees or higher, or chills;
- shortness of breath or difficulty breathing;
- muscle aches;
- sore throat;
- headache;
- fatigue;
- congestion or runny nose;
- cough;
- vomiting;
- diarrhea; or
- new loss of taste or smell.

## HAND WASHING

All students and staff must wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol at the following times:

- upon arrival at school (use hand sanitizer if there is no sink in the classroom),
- after removing or replacing facial mask/covering
- after being outside for physical activity,
- before and after lunch,
- prior to leaving school for home, and
- after sneezing, coughing, or blowing nose.

## VISUAL SCREENING

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to students, staff and the community, we will be requiring visual screening for staff and students which includes monitoring COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept **confidential** by school officials. Anyone demonstrating signs of sickness will undergo a sickness screening protocol and will be referred to parents or other health professionals as appropriate.

## HEALTH PROTOCOLS

- If a student and/or a staff member becomes ill at work or if another person is exhibiting symptoms of COVID-19 at work, they may be asked to leave and go home or to the nearest health center.
- Students and staff may be asked to submit a healthcare provider's note before returning to campus.

If a student or staff member has been diagnosed with COVID-19, the student and/or staff member may return to work or school when **the following criteria** are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); **and**
2. You have improved in respiratory symptoms (cough, shortness of breath, etc.); **and**  
At least 7 days have passed since symptoms first occurred; **or**
4. COVID-19 test results are negative or have been released from isolation by the local public health agency.

- If you have symptoms that could be COVID-19 and **do not get evaluated by a medical professional or tested for COVID-19**, it is assumed that you have COVID-19 and may not return to campus until the criteria listed above have been met. Staff and students will be re-evaluated before entrance to school/work.

## SICKNESS RESPONSE PROTOCOLS

Students and staff traditionally demonstrate signs of sickness throughout a school year. Due to the nature of COVID-19 additional precautions will occur when a student demonstrates signs of sickness.

### VISUAL SCREENING

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- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by school officials. Anyone demonstrating signs of sickness will undergo a sickness screening protocol and will be referred to parents or other health professionals as appropriate.

### INDIVIDUAL CARE ROOMS

Students or staff that demonstrate signs of sickness as outlined above will be placed in an individual care room (IC room) to reduce exposure. At that time the student will be evaluated by a school nurse or health assistant as per the COVID-19 Evaluation Form.

### PARENT CONTACT

It is essential that the school work collaboratively with parents in the event that a student shows signs of sickness. In the event that a student shows signs of sickness, the parent or guardian will be contacted immediately. If the parent is not responsive, additional contacts in the student's registration file will be contacted to pick up the student. It is essential that the student has contact information available that will allow an approved contact person to immediately come pick up the student.

If contact is not available, the student will remain in the Individual Care room until appropriate steps are made for appropriate transportation and/or medical attention.

## GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
  - a. Your healthcare provider
  - b. School nurse
  - c. Your supervisor (school employees)
3. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

## PHYSICAL DISTANCING

Physical distancing is an effective way to prevent potential infection. NCAD staff, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others, when possible. To monitor and regulate physical distancing, our school will control:

- Traffic Flow – Arrival of students will happen from different doorways.
- Class lunches and breaks will happen at different times.

## COVID19 SCREENING

If a student/employee becomes ill on campus/district, he/she will immediately report to the district **individual care room** and the case form will be completed.

Once the employee or student arrives at the individual care room, the student will be immediately provided gloves and other personal protective items to help protect other employees and students and prevent the spread of the potential virus.

- District staff will call the local health authority; as well as the student's parents and seek advice regarding transportation and health care.
- District staff and others attending to the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- District staff will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- District staff must identify persons who may have come in contact with the suspected infected person. ***Unless required by the local health authority, the name of the person should not be provided.***
- The Individual Care Room and suspected student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

## **SIGNAGE PROTOCOLS**

NCAD will utilize signage as a proactive measure to educate and alert students, staff and visitors about signs of COVID-19 and other health related measures.

Signs will be located in: •

Hallways

- Bathrooms
- Classrooms
- Offices
- Communal areas

Signs will include:

- Handwashing information
- Sanitation stations
- Physical distancing signs
- Restroom protocols
- Health protocols (covering mouth, self-reporting, etc.)
- PPE (personal protective equipment) zones
- Maximum occupancy areas
- Waiting zones
- Other signs as appropriate

Signs are intended to educate and remind students, staff and visitors about the health and wellness protocols for each school.

## **CLASSROOM PROTOCOLS**

Classrooms are natural communal areas in which students and staff gather to conduct educational activities. Classrooms are meant to be socially interactive areas and must be to properly educate students. Classrooms will continue to be educational environments while accommodating for health and wellness factors.

## **PERSONAL WORKSPACE/CLASSROOM**

Classrooms will be designed to provide appropriate physical distancing. Students will have a personal workspace and will be positioned to avoid physical or social contact as much as possible.

Student belongings will be kept in lockers and at the student's personal workspace. Belongings will be sent home each day for cleaning.

The sharing of school supplies among students will not be permitted. Students and staff will be responsible for proper disinfecting of all supplies and materials on a daily and use by use basis.

## SHARED/COMMUNAL WORKSPACE

Classrooms generally provide space for shared workspace or small groupings. Teachers may hold small groups in shared or communal workspaces ensuring the groups do not exceed 6 students and students are utilizing their PPE.

Classrooms and shared workspaces will be disinfected multiple times throughout the day, giving special attention to commonly touched surfaces. NCAD will provide safe, alcohol-based, hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

There will be limited access to certain workspaces to reduce exposure to risks and ensure staff and student safety. Workspace usage is as follows:

**Offices**– Office use will be monitoring the number of staff and students. Office space will be limited to staff only, requiring proper PPE, with maximum occupancy. Staff, students and parents are requested to use email or phones to contact the staff when needed.

**Conference Rooms**–Signage indicating closure/capacity limits will be placed on conference room.

**Teacher workroom**–These spaces will be closed or limited to maximum capacities for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE may include:

**Masks/Face Shields:** Face masks/Face Shields are an important part of staff and student protection; as well as, personal hygiene, social distancing, and frequent cleaning efforts.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Gloves will be required in certain situations but will not have a prevalent use for students or staff.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## FACILITIES CLEANING/SANITATION PROTOCOLS

The safety of our students and staff are our first priority. Upon returning to school, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before students and staff return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

### GENERAL DISINFECTION MEASURES

Category	Area	Frequency	Depth	Accuracy
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day	Desk tops, Chairs, Empty trash (change trash liners), Wipe all touch points	Accuracy through a tracking system to track all actions performed
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily	Clean all surfaces, and Touch points.	Accuracy through a tracking system to track all actions performed
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use	Touch points, surfaces	Accuracy through a tracking system to track all actions performed
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	At least 4 times a day	Touch points, Sinks, counter tops, toilets urinals, floors	Accuracy through a tracking system to track all actions performed
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day	Sanitize seats, handrails, and sweep & mop floors. empty trash (change trash liner)	Accuracy through a tracking system to track all actions performed
<b>Common Areas</b>	Cafeteria, Library, Conference	At the end of each use/day; between groups	Sanitize countertops, sinks, desks,	Accuracy through a tracking system to track all actions

	rooms, Gyms, Common Areas		restrooms	performed
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The goal is to establish a sanitary baseline before the site opens. The site should be disinfected prior to anyone returning to work.

## **DEEP CLEANING AND DISINFECTION PROTOCOL**

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning will be conducted as needed.

Schools are social organizations and rightfully so; however, the current COVID-19 pandemic is associated with social structure which includes the spread of the infection from person to person via air-borne droplets. In order to control the spread of the infection, our school is implementing social structures including the following protocols:

## **BEFORE AND AFTER SCHOOL**

Students and staff will report to and from classrooms only. There will not be allotted social time before or after school.

## **TRANSITION AND HALLWAY PROTOCOLS**

Transitions between classes will be managed by classroom teachers and administrators. Transitions will be limited in scope and regulated to ensure physical distancing and limited contact procedures are in place.

## **PLAYGROUND PROTOCOLS**

Students will not utilize common playground equipment. Playground structures will be limited to controlled and structured recess times focusing on health and wellness activities; as well as, outdoor activities whenever possible.

As long as students are outdoors and physically distant, PPE will not be required once they are outside.

## **LUNCHROOM PROTOCOLS**

Lunchroom environment will be controlled environments with proper physical distancing. Noise levels will be monitored and all schools will implement closed lunch periods to reduce social factors that may impact health and wellness within the school.

Students may bring sack lunches if appropriately prepared, wrapped and consumed. Sharing of food will not be permitted.

Lunch periods will be structured to reduce the total numbers in each group to promote physical distancing measures.



All lunch tables will face one way and will have limited seating.

## **RESTROOM PROTOCOLS**

Restrooms will be cleaned and disinfected regularly. Restroom health and wellness protocols will be utilized including education on handwashing, hand drying, cleanliness procedures, etc.

## **TRANSPORTATION PROTOCOLS**

Transportation is a critical element for educational attainment at NCAD. In order to maintain health and wellness within our transportation systems, the following protocols will be utilized:

### **DISINFECTING**

Bus drivers must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

## **TRANSPORTATION HEALTH PROTOCOLS**

Students that choose to ride the bus as a form of transportation to and from school will be required to wear personal protective equipment while on the bus. Failure to do will prevent students from utilizing bussing as a means of transportation.

If the student has a medical condition that signifies the existence of pre-existing medical conditions the parent and/or guardian shall call the school and transportation department to communicate the necessary information pertaining to the student's condition prior to riding the bus.

### **BUS SEATING**

Bus seating will be limited to no more than 1 student per seat unless the students sitting together are from the same family.

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

## **TRIPS AND ACTIVITIES**

Field trips will be canceled. Teachers may use virtual learning opportunities (such as virtual tours of museums) to enhance students' educational experiences.

School-wide assemblies may not be held with students assembled in the same physical location. As an alternative (if feasible), hold school-wide assemblies virtually, with student groups remaining in their classrooms.

Family events will be cancelled or reconfigured in order to maintain social distancing. Small-scale activities like parent teacher conferences may take place over the phone or

other electronic means. Other extracurricular activities will be cancelled unless the activity can be conducted in compliance with the protocols in this document.

## VISITOR PROTOCOLS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, visitation on campus will be limited. Visitation on campuses will be limited as follows:

### **Phase I:** (distance learning)

- No visitors on campus. Phone or virtual visitation only (except registration).
- All visitors will need to call the office for any accommodations or appointments.

### **Phase II/III:** (blended learning)

- No visitors on campus- by appointment only.
- All visitors will need to call the office for any accommodations.
- Outdoor pick up only.
- Office visits will require PPE and will be by appointment only-must call ahead.

### **Phase IV:** (normal operations) •

Limited office visits.

- PPE required.
- Pick up/drop off protocols will be communicated.